



Business Development Division

Change of Ownership Review Checklist

Louisiana Office of Alcohol & Tobacco Control
Troy Hebert, Commissioner

Request for change of ownership require all of the following information to be provided the Office of Alcohol and Tobacco Control:

- ☐ Meeting minutes detailing of stock ownership transfers and stating current ownership interests
- ☐ Meeting minutes appointing new officers and listing titles
- ☐ New owners must provide an Act/Bill of Sale
- ☐ Schedule "A" submitted for all owners and managers
 - ☐ Verification owner/manager nor their spouse have been convicted of a felony
 - ☐ If felony conviction indicated, provide Schedule "F"
- ☐ Submit fingerprint cards and fees for each owner
- ☐ Submit amended lease signed by new officers/members (if transfer of 100%)
- ☐ If another Corporation or LLC is purchasing the existing business, submit:
 - ☐ Copies of the updated corporate charter filed with Secretary of State and articles of incorporation
 - ☐ Schedule A on all officers/members of the purchasing corporation
 - ☐ Fingerprints on all officers/members of the purchasing corporation
 - ☐ State and local sales tax clearances
 - ☐ Diagram of premises
- ☐ Proof that local permitting authority has been notified of the changes
- ☐ Submit resignation letter for resigning officers